

Legislative Changes 2013
HOUSE BILL 663
Effective August 1st

Amends R.S. 33:2491(F) and R.S. 33:2551 (6) - Establishment and maintenance of employment list

- The minimum and maximum period for competitive lists for any class shall be 12 and 18 months.
- The minimum and maximum period for promotional lists for any class shall be 12 and 48 months.

NOTE: This begins with lists that are established by the board on and after August 1st. For example, if we administered an examination on July 5th and the board is approving the grades on August 10th, the board has to go by the new maximum period. When you are processing blue sheets for promotional exams, be sure that the expiration date is 48 months away. **Although the maximum period for promotional employment lists has been increased to forty-eight months, civil service law mandates that the civil service board must give promotional examinations at least one time during each successive period of eighteen (18) months or as the needs of the service require in accordance with 33:2492(6) and 33:2552(6).**

Amends R.S. 33:2495 and R.S. 33:2455- Working tests

- All probational appointments shall be reported to the board within 15 days of the appointment.

-Probational fire employees: (same)

Everyone, except an entry fireman or communications officer who has served less than six months may be removed only with prior approval of the board. Any such probational employee may be removed only upon one of the following grounds: (i) he is unable or unwilling to perform satisfactorily the duties of the position to which he has been appointed, (ii) his habits and dependability do not merit his continuance therein. You do not have to get prior approval of the board to remove an entry level fireman or communications officer who has served less than six months. Fire employee, other than entry level, may appear before board and present his case before removal.

Fire employees who are rejected after serving six months but not more than one year may appeal to the board only upon the grounds that he was not given a fair opportunity to prove his ability in the position.

-Probational police employees: (new)

Everyone in a **competitive** position, except an entry police officer or communications officer who has served less than six months may be removed only with prior approval of the board. Any such probational employee may be removed only upon one of the following grounds: (i) he is unable or unwilling to perform satisfactorily the duties of the position to which he has been appointed, (ii) his habits and dependability do not merit his continuance therein. Police employee, other than entry level, may appear before board and present his case before removal.

Police employees who are rejected after serving six months in a **competitive** position but not more than one year may appeal to the board only upon the grounds that he was not given a fair

opportunity to prove his ability in the position.

Everyone in a **promotional** position who has served less than three months may be removed only with prior approval of the board. Any such probational employee may be removed only upon one of the following grounds: (i) he is unable or unwilling to perform satisfactorily the duties of the position to which he has been appointed, (ii) his habits and dependability do not merit his continuance therein. Police employee may appear before board and present his case before removal.

Police employees are rejected after serving three months in a **promotional** position but not more than one year may appeal to the board only upon the grounds that he was not given a fair opportunity to prove his ability in the position.

Enacted R.S. 33:2495.1.1 and R.S. 33:2555.1- Recruit Period

NOTE: The laws on the appointment of a Firefighter Recruit, Police Officer Recruit, and Fire Communications Officer Recruit in Shreveport were not revised but moved to R.S. 33:2495.1.1 (Act 282 of 1964) and R.S. 33:2551.1 (Amendments.)

All recruit appointments shall be reported to the board within 15 days of the appointment. Recruit appointments are made in the entry level firefighter class (should obtain Firefighter I certification), entry level police officer (should obtain certification from a Peace Officer Standards and Training program) and entry level fire communications officer in Shreveport (should obtain certification as Telecommunicator). The recruit period (also known as formal training period) lasts for not more than six months from the date of the appointment. The period concludes at six months or upon successful completion of formal training, whichever occurs first.